

# NetTeller® Internet Banking Guide



## Accessing Online Banking

- 1 Go to First Brandon's web site at: [www.firstbrandon.com](http://www.firstbrandon.com) and click on the NetTeller® Link.
- 2 Enter your NetTeller® ID & PIN in the appropriate fields and click Submit. (NetTeller® ID is to be assigned by First Brandon. Initial NetTeller® PIN is the last 4 digits of your Social Security Number. You will be required to change your PIN the first time you log in to NetTeller®)

A listing of the accounts accessible through NetTeller® will be displayed.

Account Listing	Balance	Status
Checking Account	\$188.80	Select Activity ...
Savings Account	\$3,965.00	Select Activity ...

Next to each account is a drop-down menu with the list of activities available for each account.

## Viewing Account Information

- 1 Select 'Transactions' from the drop-down menu to view transactions that have posted to the account since your last statement.

Date	Check #	Description	Debits	Credits	Balance
09/15/2003	View Image	DDA REGULAR DEPOSIT		\$1000.00	\$1288.80
01/01/2003		INTERNET DEBIT	\$70.95		\$217.85

To view other transactions, use the 'View Transactions Since' drop-down menu.

Click on the column headings to change the order in which transactions are displayed. If sorting by any column other than 'Date', the running balance column will not be shown.

## View Range of Transactions

Click 'Select Range of Transactions' from the transactions page. Enter the search criteria and click 'Submit'.

## Transfer Between Accounts

- 1 Select 'Transfer' from the account drop-down menu or click the 'Transfer' tab.

To Account	Amount	Frequency	Scheduled Date	View	Edit	Delete
Savings Account	\$25.00	One-Time	10/30/2003			
<b>Grand Total</b>	<b>\$25.00</b>					

- 2 Choose 'Add Transfer From' and select the account you would like to transfer funds from.
- 3 Choose the account to transfer the funds to.
- 4 Select 'One Time' or select the frequency and date(s) the transfer is to be made. The 'Expiration Date' is required for recurring transfers.

The cut-off time for funds transfers is 10:45 p.m. Transfers entered after this time will be processed on the following business day.

- 5 Click 'Submit' when you are ready to complete the funds transfer. A confirmation of the transfer will display.

Transfer from account: **Checking Account**  
 Transfer to account: **Savings Account**

---

Transfer amount: **\$50.00**

\*\*\*\*\*  
**CONFIRMATION NUMBER**  
 \*\*\*\*\*

**2590008**

-----  
**Please retain this number for your reference**  
 \*\*\*\*\*

## Adding Stop Payment

- 1 Select 'Stop Payments' from the Account drop-down menu or click the 'Stop Payment' tab. Click 'Add Stop Payment'.
- 2 Fill in the required fields and click 'Submit'.

+ indicates a required field

Check Date: 10/31/2003

Check Number: [ ]

Amount: [ ] . [ ]

Payee: [ ]

Remark: [ ]

**Submit** **Cancel**

A confirmation page will display. To view stop payments already placed on an account, select 'Stop Payments' from the drop-down menu or the 'Stop Payments' tab.

View Stop Payments for: **Checking Account** **Add Stop Payment**

Stop Payment List	Payee	Date	Number	Amount
	Grocery Store	10/31/03	1234	\$50.00 <a href="#">View</a>

To view Stop Payments for other accounts, use the 'View Stop Payments for:' drop-down menu.

## Managing Your Online Banking Account

You can make many changes to your Online Banking account by Options from the NetTeller® tab.

**NetTeller** **Options**  
 Main | Transactions

There are several options to edit.

### Personal Options:

- 1 Change your Online Banking 12-digit ID to a name or number that is easily remembered. (You can still use the 12-digit ID at any time)
- 2 Change your PIN.
- 3 Change your email address.
- 4 Enable 'Password Reset' function by entering a 'Personal Question' and 'Answer'. If you get locked out of NetTeller®, click 'Reset Password' tab on the log in screen and enter your current NetTeller® ID and email address. Within a few minutes you will receive an email that will guide you through establishing a new password.

Change	Current	New
Password (enter twice)	[ ]	[ ] [ ]
Personal ID	[ ]	[ ]
Change E-mail Address	[ ]	[ ]
Personal Question	[ ]	[ ]
Personal Question Answer	[ ]	[ ]

**Reset Password**  
 Champlain National Bank

### Account Options:

- 1 Change Pseudo Account Names.
- 2 Change the number of accounts displayed per page.
- 3 Change the order in which accounts are displayed.

Change	Current
Account Pseudo Names	Checking Account
Number of Accounts Displayed	2
Account Display Order	Checking Account Savings Account Checking 0003 Checking 0004

### Alerts:

Click 'Add' to add a new alert type. You will be notified through Online Banking when the activity occurs.

**Edit Event Alerts**

Event Alert Options  
 Receiving Incoming ACH Credit

Notes: Maximum of 15 Balance Alerts **Add Balance Alert**

Balance Alert Options

Account Name	Above/Below	Amount
Checking Account	Below	\$1,000.00 <a href="#">Edit</a> <a href="#">Delete</a>

Notes: Maximum of 15 Item Alerts **Add Item Alert**

Item Alert Options

Account Name	Number
Checking Account	1234 <a href="#">Edit</a> <a href="#">Delete</a>

Notes: Maximum of 15 Personal Alerts **Add Personal Alert**

Personal Alert Options

Date	Text
10/30/03	Update \$ amount for Verizon Payment. <a href="#">Edit</a> <a href="#">Delete</a>

